

## 2002 EMERGENCY RULES

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### APPLICATION FOR RENEWAL OF CERTIFICATE

For use in renewing Standard Elementary, Secondary, Special Education, Vocational Education, administrative or other professional certificates. Please use the *Application for Conversion of a Provisional Certificate for Provisional Elementary, Secondary, and Special Education.*

#### ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

Phoenix Office: P.O. Box 6490, Phoenix, AZ 85005-6490 Telephone: (602) 542-4367

Tucson Office: 400 W. Congress St., #118, Tucson, AZ 85701 Telephone: (520) 628-6326

[www.ade.az.gov/certification](http://www.ade.az.gov/certification)

#### Renewal Procedure:

- A certificate may be renewed within six months before it expires.
- A certificate may be renewed within one year after it expires if the individual is not employed under the certificate. Those who hold certificates that have expired for more than one year must reapply for certification under the requirements in effect at the time of reapplication.
- A Provisional Vocational Certificate shall be renewed once for two years with official transcript(s) verifying completion of nine semester hours of courses required for the Standard Vocational Certificate in the same vocational area. Courses should be completed since the most recent issuance of the provisional certificate. A fee of \$50.00 will be required for the renewal of the Provisional Vocational Certificate.
- For renewal of the Standard Adult Education Certificate and Athletic Coaching Certificate, completion of 60 clock hours in a professional development program is required, as described in R7-2-617(B). The Athletic Coaching Certificate renewal also requires, in addition to the 60 clock hours requirement, a valid certification in first aid and CPR.
- A professional development program must be completed during the valid period of the certificate being renewed. Please see "*Professional Development Requirements*" below. (Please note that as of July 1, 2001, continuous full-time employment can no longer be accepted for renewals.)
- An individual holding a Basic or Standard teaching certificate, an administrative certificate, or other professional certificate issued or renewed:
  - **TEMPORARY CERTIFICATE HOLDERS** – may renew the certificate upon completion of 180 clock hours of professional development activities.
  - **BEFORE JULY 1, 1997** – may renew the certificate once before **JULY 1, 2003** upon completion of 90 clock hours of professional development activities or six semester hours of education college courses, or a combination of both.
  - **AFTER JUNE 30, 1997** – may renew or convert the certificate upon completion of 180 clock hours of professional development activities or twelve semester hours of education college courses, or a combination of the two, during the valid period of the certificate.

PLEASE NOTE THERE WILL BE A CHARGE OF **\$20.00** PAYABLE BY PERSONAL CHECK, CASHIERS CHECK, OR MONEY ORDER FOR EACH CERTIFICATE RENEWED, EXCEPT FOR THE RENEWAL OF A PROVISIONAL VOCATIONAL CERTIFICATE THAT WILL REQUIRE A **\$50.00** FEE. FEES PAID ARE NOT REFUNDABLE.

#### Renewal Requirements:

- 1) A valid Class 1 or Class 2 Fingerprint Clearance Card issued by Arizona DPS; **OR**
- 2) Proof that an application for a Class 1 or Class 2 Fingerprint Clearance Card has been submitted to Arizona DPS.
- 3) Submission of the attached application with:
  - a) District verification of professional development training (District Superintendent or Personnel Director's signature is required), **OR**
  - b) An official transcript of academic course work completed, if applicable.
  - c) Correct payment. (\$20 for each certificate to be renewed or \$50 for the Provisional Vocational Certificate.)

**Professional Development Requirements:**

The Arizona Department of Education recognizes a variety of professional development activities that are defined as training to increase skills related to the occupation of education. Renewal of certificates requires completion of a professional development program after the most recent issuance or renewal of the certificate and during the valid period of the certificate to be renewed.

One or more of the following elements may be used to satisfy professional development requirements:

<b>PROFESSIONAL DEVELOPMENT ACTIVITIES</b>	<b>DOCUMENTATION REQUIRED</b>
Academic courses related to education or subject area taught in Arizona public schools.	Official transcripts from an accredited institution. Each semester hour of courses is equivalent to 15 hours of professional development.
District or school-sponsored in-service training specifically designed for professional development.	Written verification from the sponsoring district or school stating the dates of participation and number of clock hours earned.
Professional (education-related) conferences and workshops.	Conference agenda and a statement or certificate from the sponsoring organization noting clock hours earned in training sessions. Limited to 30 clock hours per year.
Business internship. Internship shall be based on an agreement between a business and a district or school with the stated objective of aligning teaching curriculum with workplace skills.	Written verification by the sponsoring business and district or school stating the dates of participation and number of clock hours earned. Limited to 80 clock hours.
Educational research. Research shall be sponsored by a research facility or an accredited institution or funded by a grant.	The published report of the research or verification by the sponsoring agency and a statement of the dates of participation and the number of clock hours earned.
Serving on an education-related board, council, commission, committee or task force as an appointed or elected member or in a leadership role of an education-related professional organization.	Written verification by the governing body of the professional organization of the dates of service and clock hours earned. Limited to 30 clock hours per year.
Serving on a visitation team for a school accreditation agency.	Written verification from the accreditation agency of the dates of service and clock hours earned. Limited to 60 hours per year.
Completion of the process for certification by the National Board of Professional Teaching Standards.	Written verification from the National Board of Professional Teaching Standards and a statement from the employing district or school verifying the dates and clock hours earned during the certification process.

**Verification of Professional Development:**

- Individuals shall submit the required documentation of a professional development program to the district superintendent, director of personnel or designated administrator.
- Completion of professional development activities shall be verified:
  - For individuals employed by a school or district at the time of renewal – by the district superintendent, director of personnel or designated administrator.
  - For individuals not employed by a school or district at the time of renewal – by the Department of Education – Certification Unit.

# APPLICATION FOR RENEWAL OF CERTIFICATE

ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT  
 Phoenix Office: P.O. Box 6490, Phoenix, AZ 85005-6490 Telephone: (602) 542-4367  
 Tucson Office: 400 W. Congress St., #118, Tucson, AZ 85701 Telephone: (520) 628-6326  
[www.ade.az.gov/certification](http://www.ade.az.gov/certification)

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ GENDER: M / F  
 (For identification purposes only) (Circle One)

APPLICANT'S FULL LEGAL NAME: \_\_\_\_\_  
 Last First Middle

MAILING ADDRESS: \_\_\_\_\_  
 (Home) Street Number or P.O. Box

City State Zip Code

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
 (Home) (Home)

ETHNICITY: **GENDER & ETHNICITY ARE REQUESTED FOR FEDERAL REPORTING PURPOSES ONLY.**

\_\_\_\_ Asian or Pacific Islander \_\_\_\_ Black or African-American (Not Hispanic)  
 \_\_\_\_ Hispanic or Latino \_\_\_\_ American Indian or Alaskan Native  
 \_\_\_\_ White (Non-Hispanic) \_\_\_\_ Other

PLEASE NOTIFY THE CERTIFICATION UNIT OF CHANGES IN HOME MAILING ADDRESS, HOME E-MAIL ADDRESS & HOME TELEPHONE NUMBER.

**FEES:** To be paid by money order, cashiers check, or personal check to the *Arizona Department of Education*. Please NO CASH. Fees paid are not refundable.

**Renewal of Standard, Basic, or Temporary Certificate** .....\$20

**Guidance Counselor when attached as an endorsement to a valid certificate** .....\$30

(Becomes a separate certificate, because no longer an endorsement)

I would like to renew the following certificates: \_\_\_\_\_  
 \_\_\_\_\_

If renewing a Provisional Vocational Education Certificate, please submit your official transcript(s) verifying completion of NINE semester hours of courses required for the Standard Vocational Certificate in the same vocational area. Please note that courses should be completed since the most recent issuance of the provisional certificate.

## PROFESSIONAL DEVELOPMENT PROGRAM

This applicant has completed \_\_\_\_\_ hours of professional development activities as defined on the cover sheet of this form.

VERIFIED BY:

Signature of Superintendent/Personnel Officer

Employer (School or District)

Title

Date

CONTINUE ON NEXT PAGE

## ACADEMIC COURSES

I verify that I have completed \_\_\_\_ semester hours of education or subject area courses taken from an accredited institution during the valid period of my certificate. Official transcripts are enclosed.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**PLEASE NOTE:** The Certification Unit will be unable to copy or retain documents provided to support your request for this certificate. If documents are to be returned, please attach a large self-addressed envelope with prepaid postage to cover mailing.

1. Have you been issued a Class 1 or Class 2 Fingerprint Clearance Card by the Arizona Department of Public Safety? YES \_\_\_ NO \_\_\_  
**(If the answer to this question is "yes," please skip to question 3 and continue.)**
2. If you have **not** been issued a Fingerprint Clearance Card, have you made an application with the Department of Public Safety and is proof of your application attached? YES \_\_\_ NO \_\_\_
3. Have you ever had any professional certificate or license, revoked or suspended? YES \_\_\_ NO \_\_\_
4. Have you ever received a reprimand or other disciplinary action involving any professional certification or license? YES \_\_\_ NO \_\_\_
5. Have you ever been convicted of any felony offense? YES \_\_\_ NO \_\_\_
6. Have you ever been arrested for any offense for which you were fingerprinted? YES \_\_\_ NO \_\_\_
7. Have you ever been arrested for any of the following offenses in this state or similar offenses in another jurisdiction?
 

<b>a.</b> Second-degree murder YES ___ NO ___ <b>b.</b> Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument against a minor under fifteen years of age YES ___ NO ___ <b>c.</b> Sexual assault YES ___ NO ___ <b>d.</b> Molestation of a child YES ___ NO ___ <b>e.</b> Sexual conduct with a minor YES ___ NO ___ <b>f.</b> Commercial sexual exploitation of a minor YES ___ NO ___ <b>g.</b> Sexual exploitation of a minor YES ___ NO ___ <b>h.</b> Child abuse YES ___ NO ___ <b>i.</b> Kidnapping YES ___ NO ___ <b>j.</b> Sexual abuse of a minor YES ___ NO ___ <b>k.</b> Taking a child for the purpose of prostitution as prescribed in section 13-3206 YES ___ NO ___ <b>l.</b> Child prostitution as prescribed in section 13-3212 YES ___ NO ___ <b>m.</b> Involving or using minors in drug offenses YES ___ NO ___	<b>n.</b> Continuous sexual abuse of a child YES ___ NO ___ <b>o.</b> Attempted first-degree murder YES ___ NO ___ <b>p.</b> Any other dangerous crime against children as defined in section 13-604.01 YES ___ NO ___ <b>q.</b> Any of the above listed offenses if committed as a preparatory offense as described in section 13-1001 YES ___ NO ___ <b>r.</b> Any offense causing you to register as a sex offender YES ___ NO ___ <b>s.</b> First-degree murder YES ___ NO ___ <b>t.</b> Armed Robbery YES ___ NO ___ <b>u.</b> Incest YES ___ NO ___ <b>v.</b> Exploitation of minors involving drug offenses YES ___ NO ___ <b>w.</b> Sexual abuse of a vulnerable adult YES ___ NO ___ <b>x.</b> Sexual exploitation of a vulnerable adult YES ___ NO ___ <b>y.</b> Commercial sexual exploitation of a vulnerable adult YES ___ NO ___ <b>z.</b> Abuse of a vulnerable adult YES ___ NO ___ <b>aa.</b> Molestation of a vulnerable adult YES ___ NO ___ <b>bb.</b> Neglect of a vulnerable adult YES ___ NO ___
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**Attn:** If "yes" is indicated for any question, 3 through 7, please attach a full explanation to this application.

I SWEAR OR AFFIRM THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. SHOULD ANY PART OF THE INFORMATION HEREIN PROVIDED PROVE TO BE FALSE, I RECOGNIZE THAT IT SHALL BE JUST CAUSE FOR REVOCATION, SUSPENSION, OR OTHER DISCIPLINARY ACTION AGAINST ANY CERTIFICATE ISSUED TO ME BY THE ARIZONA DEPARTMENT OF EDUCATION. I ALSO NOTE THAT THE CERTIFICATION UNIT IS UNABLE TO RETAIN DOCUMENTS USED TO SUPPORT THIS REQUEST.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date